

# DIRECTOR OF EMPLOYMENT AND HUMAN SERVICES

(County Welfare Director – Exempt)

Contra Costa County, CA



## THE COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay easterly about 50 miles to San Joaquin County. The County is bordered in the south and west by Alameda County and on the north by Suisun and San Pablo Bays. Contra Costa County had recently been one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs.

The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Recreation within the County varies from fishing, boating and water skiing in the Sacramento-San Joaquin Rivers to hiking, horseback riding and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma Counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra Lake Tahoe mountain region, are also within driving distance of the County. Contra

Costa County provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. There are also a number of Affiliated Organizations.

The County has a FY 2011-2012 budget of \$2.5 billion and a General Fund of \$1.2 billion, and countywide staff of approximately 8,000. The County's diverse economy provides many opportunities for future business and job generation, and the communities provide a wide range of recreational, cultural, and entertainment activities.

## THE DEPARTMENT

Employment and Human Services is the second largest department in Contra Costa County. The bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services. The Department also provides administrative support to the "Zero Tolerance for Domestic Violence" initiative. For each Bureau's webpage, please visit: <http://ca-contracostacounty.civicplus.com/index.aspx?NID=2532>.

The Department provides more than 60 programs that serve over 100,000 citizens in need of basic protection or support services each year. The majority of the services it provides are to children and families, the elderly, the disabled, and to people attempting to enter or move up in the workforce. The Department also serves those on public assistance, to whom services are mandated by federal and state laws and local ordinances. The programs are offered throughout the County from 40 locations by nearly 1,700 staff members.

The Department has an annual budget in excess of \$472,000,000. Approximately 95% of the funding comes from federal and state sources with less than 10% provided by the County. The County share of cost for Employment and Human Services programs is, for the most part, required by federal and state laws or for County-specific programs such as General Assistance.

## THE POSITION

Under direction from the office of the County Administrator, the Employment and Human Services Director is responsible for the administration of the total array of social service and employment programs including, but not limited to, Aid to Families with Dependent Children, Medi-Cal, General Assistance, adult and child protective services, adoption services, licensing and supervision of foster homes, in-home supportive services, workforce development, California Work Opportunity and Responsibility to Kids (CalWORKs) programs, refugee and immigrant programs, Head Start child care centers, energy assistance programs and others. He/She plans, coordinates and directs through professional and clerical supervisory personnel all activities of the department and all its divisions including district offices; and performs other duties as required.

Typical duties of the position include:

- *Operations* - Plans, organizes and directs all operations of the department; discusses agency problems and policy or procedural changes with supervisory assistants; arranges and directs central staff planning meetings; confers with other welfare directors on administrative or case problems; visits district offices of the department to inspect the operation of assistance and service programs in those districts; and, represents the County in State-County relationships.
- *Financial* - Prepares and/or reviews annual budget estimates and provides necessary information for justifying proposed fiscal programs to the chief administrative officer of the County and the Board of Supervisors. Monitors on-going expense, manages expenditures to remain within authorized levels and maximize outside revenues.

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- *Board of Supervisors Communication* – Explains and interprets laws and regulations relating to all social service programs to the Board of Supervisors and other interested persons; acts as the delegated agent of the Board of Supervisors in all actions related to the granting or denial of assistance and increases or decreases in assistance grants; prepares and submits monthly reports of the Department's operations to the Board of Supervisors; and, makes recommendations to the Board of Supervisors relative to proposed social welfare legislation.
- *Collaboration* – Establishes and maintains suitable working relationships with other county departments in areas of common problems; interprets public welfare laws and regulations to the public through the press and through speaking before interested organizations and groups throughout the County; serves the community as a member of boards of directors or private social welfare agencies; and, maintains a program of staff development through in-service training.
- *Reports* – Reviews monthly statistical reports on assistance and service programs for submission to the State Department of Social Welfare; and, communicates with the State Department of Social Services relative to administrative problems and case situations. The Employment and Human Services Department has remained very stable and consistent in providing programs despite the economic downturn. The top priorities of the new Director will be:
  1. *Personnel Management* – Due to upcoming retirements and on-going vacancies that have not yet been filled, the new Director will have to work closely with the Human Resources Department to hire, and train a large number of employees at all levels.
  2. *Technology* – The Department has embraced new technologies which have enabled the County to function despite budgetary constraints. The Director will continue to stay on the forefront of new ways to provide quality service.
  3. *Healthcare Reform* – The Director will need to be able to anticipate changes in how health services are paid for. Continued and increased collaboration and integration between Employment and Human Services Department and the Health Services Department will be necessary.
  4. *Public Safety/Justice Realignment* – The Director will need to continue to build collaborative partnerships with the County's public safety and justice partners, supporting the requirements placed on the County by the state for returning prisoners and for diverting persons from the state prison system.
  5. *Collaboration with Others* – The Director will lead EHSD in future projects with other County departments, seek out and foster partnerships in the community, and develop teamwork within the departments bureaus to accomplish the County's broader goals and objectives.

## THE IDEAL CANDIDATE

The ideal candidate will be a proven leader with experience at the Director or Deputy Director level. This person will have significant experience interacting with an elected board and media in providing accurate information on complex issues. He/She will be an inclusive manager in a team environment and be able to bring people together to accomplish goals. He/She will be comfortable getting out, being visible and interacting with the various workforces at all levels. The ideal candidate will embrace technology and be on the forefront of how to incorporate the latest trends and best practices in order to manage programs better and more efficiently.

The selected candidate will have integrity, political savvy, and a passion for his/her work. He/She will have outstanding communication skills, be able to build relationships with the Board of Supervisors, staff and community, and be focused on the Department's mission.

### Education, Certifications and Experience

*Education:* Graduation from an accredited college or university and completion of two (2) additional years of graduate study in an accredited school of social work or business or public administration. A master's degree in social work or a related field is strongly preferred.

*Experience:* Eight (8) years of experience in the field of Social Work, business administration or public administration, four (4) years of which must have been in a responsible administrative capacity. Two (2) years of the administrative experience must have been as a Welfare Director or Assistant Welfare Director in a County rated at the grade IV level or above by the State Department of Social Services; or in an executive or administrative capacity of comparable level in a State or County Welfare Department. (Additional qualifying administrative experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.) Knowledge of or experience in a California county system is a plus.

### Knowledge and Abilities

The selected candidate should have knowledge of: Accepted principles of public welfare administration including techniques of budgeting, organization and supervision; functions of public welfare agencies; social casework techniques; public and private community resources available in the welfare field; Provisions of the California Welfare and Institutions Code; and, federal and state laws, rules and regulations as they pertain to administration of local welfare programs in California.

In addition, he/she should have the ability to: Interpret the public welfare program to the public; interpret and apply complex rules and regulations; prepare clear and concise reports; plan, organize and direct the activities of professional and clerical employees; and, make effective oral presentations.



## COMPENSATION

The total compensation for this position is \$162,338 - \$197,323, with placement dependent upon the qualifications and experience of the selected candidate. In addition to a competitive salary, benefits currently provided include:

### Retirement

- The County Retirement Program under the 1937 County Employee Retirement Act.
- Reciprocity with California Public Retirement System (CALPERS) is available.

### Annual Leave Program

- 3 weeks paid vacation leave.
- 12 days of paid sick leave per year.
- 10 paid holidays (plus 24 hours of floating holiday time).
- 94 hours of paid administrative leave.

### Insurance

- Options include Kaiser Permanente, Health Net HMO, Health Net PPO, and Contra Costa Health Plan Options A & B.
- Dental options include Delta Dental and PMI Dental Care.
- Long-term disability.
- Term life insurance of \$10,000.
- Management term life insurance of \$60,000. Includes AD&D.

### Additional Benefits

- 2.5% management longevity differential after 10 and 15 years of service.
- Deferred Compensation Plan (457), including County contribution.
- Professional development allowance of \$925 every two year period.

It is a policy of Contra Costa County not to discriminate because of race, color, religion, sex, sexual orientation, national origin, age or disability.

## APPLICATION AND SELECTION PROCEDURE

**The Final Filing date for this recruitment is Friday, June 29, 2012.**

Applicants must complete a Contra Costa County application form and supplemental questionnaire. Applicants may submit a resume; however, the resume may not be substituted for the official application and supplemental questionnaire.

Depending on the number of applicants, a review of the applications and supplemental questionnaires may be made to identify the best-qualified candidates who will then be invited to participate further in the selection process which will consist of an oral interview.

Applications and supplemental questionnaires may be obtained from and submitted to:

Sherrill A. Uyeda or Syldy Tom

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Additional information about this position may be found by visiting our web site at [www.allianceRC.com](http://www.allianceRC.com)

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